

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:** **HUMAN RESOURCES GENERALIST**

**FLSA STATUS:** **EXEMPT ADMINISTRATIVE**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan and carry out policies, such as employment, compensation, training, and employee services. Duties and responsibilities include maintaining and updating employment files, ensuring appropriate compensation and classification for new hires, coordinating Family Medical Leave process, coordinating selection process for applicants, conducting training for employees, conducting research, completing and filing various forms/documentation, providing information and assistance, and performing other tasks as assigned. Reports to Human Resources Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Provides information and assistance to employees, supervisors, directors, or other individuals regarding employment documentation, personnel issues, rules/regulations, policy interpretations, procedures, timeframes, forms, or other issues; responds to routine questions or complaints; initiates problem resolution.

Maintains accurate hard copy and electronic personnel files for County employees; relays information, such as current addresses, telephone numbers, and job classification information to Finance department; works with departmental supervisors to ensure accuracy of employment records.

Oversees posting of position openings both internally and externally; responds to public inquires on positions available in the County employment.

Oversees the application process for all full and part-time positions for County General and others as requested.

Processes, verifies, and maintains documentation relating to personnel activities such as staffing, recruitment, training, performance evaluations, and classifications.

Maintains and updates job descriptions for all positions in the County; interviews employees in order to obtain information about the physical, mental, and educational requirements of jobs as well as essential functions required by the job.

Processes all FMLA paperwork; maintains FMLA database; prepares distribution of written and verbal information to inform employees of leave options and qualifications.

Provides quarterly training sessions for employees, supervisors, department heads and elected officials on various soft skills and leadership topics.

Requests and monitors purchase orders for supplies and other annual maintenance.

Directs the workflow of the office in absence of the HR Director.

## **Rutherford County, Tennessee • Human Resources Generalist**

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Runs various monthly and quarterly reports for FMLA, new hire orientation and turnover.

Oversees the HR Intern program by directing work activities, providing guidance and training, and maintaining relationships with local area schools.

Coordinates quarterly retirement sessions and annual employee recognition ceremonies.

Ensures exit interviews are conducted with terminated employees in person, online, or by mail after their departure.

Updates and maintains the intranet site routinely.

Reports printer/scanner/fax machine meter readings online.

Explains, applies, and ensures departmental compliance with all applicable federal, state, and local laws, rules, regulations, policies, procedures, and standards; initiates any actions necessary to correct deviations or violations.

Assists departments and new employees with completion of necessary paperwork; ensures completion of documentation such as I-9 verification, e-verify, background check and drug screen appointments, W-4 form, retirement forms, and other required documents; forwards copies of pertinent documentation to payroll as appropriate.

Creates and submits the new hire report to the state of Tennessee.

Explains County personnel policies, benefits, and procedures to employees or job applicants.

Prepares or completes various forms, reports, correspondence, personnel forms, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Responds to employment verification requests.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, accounting, payroll, inventory, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains file system of departmental records and logs; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.

Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, county officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Oversees development of job descriptions for new positions within the County and updates job descriptions as necessary as positions change.

Must be available outside of regular business hours for various training classes, drug screens and background checks.

Completes work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Assists human resources director with special projects as needed.

Develops annual online training modules; tracks completion of each module quarterly.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources or related field; supplemented by three (3) years previous experience and/or training involving human resources administration, office administration, file/record management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Drivers license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

Estimated Total Hours: 2 Maximum Continuous Time: 1

**2. SITTING**

Estimated Total Hours: 5-8 Maximum Continuous Time: 1

**3. LIFTING/CARRYING**

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. BENDING/SQUATTING/KNEELING**

Tasks: Filing and inventory

Frequency: once a week for catch up filing day and on an as needed basis otherwise

**5. REACHING**

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Very Often		
21-36"	Never			

**6. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	
Inside Building	<u>98</u> % of time	
Outside	<u>2</u> % of time	

**7. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Hourly

**Exemption Status Test (Administrative Employee)**

*Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

**Yes**

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

**Yes**

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

**Yes**

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

**Yes**

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

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Supervisor's Signature

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Date

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Date